

EDITED TASK LISTING

CLASS: BAKER I (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervises the work of ward workers in order to prepare baked items for the ward population utilizing bakery equipment (e.g. large mixers, dough proofers and dividers, steam kettles, ovens, scales, etc.) and regulations, policies, and procedures (e.g., Youth Administration Manual [YAM], Federal School Lunch and Breakfast Programs, Hazard Analysis Critical Control Point [HACCP] guidelines, etc.) under the direction of the Baker II.
2.	Prepares/bakes various food items that require less skill (e.g., frozen and other desserts, fruits, fillings, icings, etc.) in order to provide baked goods for the ward population utilizing safe food practices, approved recipes, various specialized equipment and cooking utensils, under the direction of the Baker II.
3.	Make recommendations to improve baking procedures and performance in order to increase quality of service and job safety utilizing personal experience, knowledge, current regulations, policies and procedures, etc. under the direction of the Baker II.
4.	Performs recipe conversion to adjust to varying ingredients and/or the population (e.g. wards, staff, cadets, etc.) using personalized recipes, experience, calculators, the Daily Movement Summary (DMS), etc. as needed under the direction of the Baker II.
5.	Trains ward workers in proper baking procedures, general food service operations and job safety to provide them with proper baking skills utilizing personal experience, On the Job Training (OJT), HACCP guidelines, policies and procedures, etc. on a daily basis under the direction of the Baker II.
6.	Evaluates the work performance of the ward workers to ensure quality standards and services, identify training needs, recommend corrective actions, etc. utilizing rating guides, Incentive Program, Evaluation forms, etc. under the direction of the Baker II.
7.	Weigh and measure ingredients for the preparation of baked goods in order to provide the proper amounts needed in recipes and ensure quality control and consistency of product, etc. utilizing safe food practices, weighing and measuring devices, and personal experience as needed.
8.	Directs ward workers to dispense baked products to the various dining facilities (satellite kitchens and medical facilities) utilizing central distribution areas and insulated food carts on a daily basis under the guidance of the shift supervisor.

Tasks highlighted in bold are not represented in the current class specification

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9.	Maintain constant tool, key, and lock control to prevent physical assaults that may result in injury or death and prevent wards access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.
10.	Train and assist wards in cleaning and sanitizing baking utensils, equipment, and work areas in order to keep the bakery area (including controlled items room and storage areas) sanitary and orderly utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. under the direction of the Baker II.
11.	Prevent accidents and injuries of staff and/or wards (e.g., wet floor signs, verbal warnings, use of personal protective equipment [PPE], etc.) in the bakery in order to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures (e.g., Occupational Safety and Health Administration [OSHA], Injury Illness Prevention Program [IIPP], YAM, etc.) on a continual basis.
12.	Implement and follow safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the ward population as required.
13.	Monitors food/oven temperatures to ensure that food items are baked and served safely by utilizing food thermometers and documenting temperatures on various logs and reports in compliance with HACCP guidelines as required.
14.	Assists in the receiving, inventorying, and inspecting of various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for wards and staff utilizing first-in-first-out rotation procedures, inventory sheets, laws, rules and regulations (e.g., California Retail Food Code, YAM, HACCP) on a continual basis.
15.	Assists in the storing and rotating of various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, YAM, HACCP) as required.
16.	Supervise and escort wards in the disposal of bakery waste to maintain facility security and sanitary conditions utilizing departmental procedures, health and safety regulations (i.e., California Retail Food Code and HACCP) as mandated.

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17.	Coordinate, prepare, set-up and clean-up baked items for special events (e.g., meetings, barbeques, graduations, ward incentive program, etc.) for wards and staff to promote morale and relationships amongst community, families, and the department as suggested within local policies and regulations under the direction of the Baker II.
18.	Ensure assigned wards adhere to their medical restrictions (e.g., lifting, standing, bending, medication, etc.) in order to comply with specific medical orders (e.g., "blue slips", chrono form, etc.) utilizing departmental rules and regulations as directed by medical personnel.
19.	Inspect wards in order to ensure personal hygiene standards and dress code (e.g., grooming, cleanliness, Personal Protective Equipment [PPE], etc.) have been met utilizing effective communication, basic supervision, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, YAM, HACCP, etc.), on a continual basis.
20.	Escort assigned wards between their assigned housing units and the food service areas when necessary (e.g., lockdowns, janitorial services, weather conditions, when correctional officers are unavailable, etc.) in order to accomplish day-to-day activities utilizing direct sight supervision, communication skills, informal training, etc., as required.
21.	Supervise wards and staff in the preparation of materials for recycling (e.g., cans, cardboard, etc.) in order to support the departments recyclable program utilizing PPE, sorting bins, barrels, water, etc. as required.
22.	Control distribution of "hot" items (e.g., sugar, yeast, spices, food coloring, etc.) in order to maintain the safety and security of the institution utilizing key and lock control, segregated rooms, and ingredient control on a constant basis.
The following tasks were identified from the statewide food service survey	
23.	Prepare written documents (e.g., temperature logs, HACCP logs, ward timekeeping and performance evaluations, Injury Illness Prevention Program [IIPP], etc.) in order to comply with Departmental policies and procedures, laws, rules and regulations (e.g., Federal School Lunch and Breakfast Programs, California Code of Regulations - Title 15, etc.) utilizing CDCR forms, IIPP forms, etc. as required.

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24.	Maintain direct sight supervision over assigned wards to detect, diffuse, and prevent escape, or physical assaults that may result in injury or death utilizing, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g., knives, can lids, openers, pens, paper clips, etc.) as mandated.
25.	Maintain direct sight supervision over assigned wards to ensure completion of their daily tasks and to eliminate theft of bakery ingredients and equipment in the bakery utilizing formal/informal training, acquired knowledge, and correctional awareness as necessary to maintain compliance with departmental rules, regulations and procedures.
26.	Inspects premises and searches wards to identify and confiscate contraband (e.g., drugs, weapons, alcohol, bakery ingredients, tools, etc.) by visual body searches and visual inspection of grounds all within established law, policies and procedures, etc. constantly.
27.	Operate and maintain bakery equipment (e.g., dough shooters, cookie machines, duchess machines, ovens, etc.) in order to provide bakery products for the ward population utilizing operating manuals and personal expertise on a continuous basis.
28.	Assumes the responsibility of the Baker II (CF) in their absence in order to accomplish the day-to-day activities in the bakery areas, during urgent situations by organizing and directing wards in resolving the critical issues, etc. utilizing formal/informal training, effective communication skills, established policies and procedures, and basic supervision skills, as needed.
29.	Train assigned ward workers in the inspecting, assembling, disassembling, operating, and accounting of bakery equipment (e.g., dough shooters, cookie machines, duchess machines, ovens, etc.) to maintain proper operation in support of the food service mission utilizing formal/informal training, standard operating manuals and procedures, etc. on a continual basis.
30.	Communicate with various facility personnel (e.g., supervisors, housing unit officers, Senior Youth Correctional Counselor's, etc.) to ensure an accurate exchange of information regarding ward behavior, attitude, and attendance etc., utilizing telephones, written reports, and verbal communication on a continual basis.
31.	Prepare baked items in advance in order to have baked items on hand for use on non-work days (weekends and holidays) utilizing time management, production schedules, and available refrigerator space on a constant basis.

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32.	Participate in weekly kitchen staff meetings in order to promote an exchange of information, share policy and regulation updates, utilizing communication skills, supervisory techniques, personal experience, etc., as necessary.
33.	Perform random checks of personal protective equipment (e.g. Personal Alarm Locator [PAL], whistles, telephones, etc.) to ensure safety and security measures are in working order utilizing departmental policies and regulations (e.g., YAM, Title 15, post orders, etc.) on a daily basis.
34.	Assist the Baker II in preparing dough for use in various baked goods (e.g., pastries, rolls, biscuits, pizza, cakes, pies, etc.) in order to provide the proper amounts needed in recipes, ensure quality control and consistency of product, etc. utilizing personal expertise, available ingredients and recipes on a continuous basis.

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